

SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN

www.kern.courts.ca.gov



EMPLOYMENT OPPORTUNITY

ASSOCIATE ATTORNEY

\$4910-\$5994, monthly approximate

Exam # 0066

CLOSING DATE: This recruitment will remain open until filled. An initial screening of applications will commence on Monday, April 24, 2006. Resumes will not be accepted in lieu of applications. Applications may be obtained at any court location throughout Kern County or apply online at www.kern.courts.ca.gov.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Education & Experience: Graduation from an accredited law school, active membership in the State Bar of California, and work experience of three (3) years as a practicing licensed attorney.

Knowledge of: legal principles and their applications, especially with regard to civil law and motion matters; legal research methods and techniques; California Rules of Court, local rules of court, and judicial preferences in regard to applying the rules to law and motion write-ups; theory, application, and use of bonds in civil litigation; rules of evidence in the conduct of court proceedings; current key or critical court decisions impacting law and motion issues; policies and procedures of the Superior Court.

Ability to: analyze legal concepts and apply legal principles and practices; present arguments and standards of fact and law clearly and logically in written and oral form; perform legal research of a technical and complex nature; deal tactfully with the public and court personnel; train and review the work of others if applicable.

ESSENTIAL FUNCTIONS:

- Researches difficult legal questions and prepares memoranda, documents and summary of alternatives for judicial officer's consideration.
- Advises the court on difficult legal questions regarding specialized areas of law.
- Responds to judicial officer inquiries and prepares memoranda, documents and summaries of alternatives for the judicial officer's and executive staff's consideration.
- Reviews cases on appeal, researches pertinent issues and law, and prepares preliminary opinion for the courts' consideration.
- Confers with judicial officers with respect to procedural and substantive legal issues and requirements of individual cases.
- May serve as legal adviser to the judicial officers, judicial committees, or executive officers on specific matters before the court.
- May assist with the drafting of legislative measures and other legal work required by the court.
- May train, review work, and schedule assignments of the Deputy Attorney.
- Performs other job-related duties as assigned.

Physical Requirements/Working Conditions:

The physical demands of this primarily sedentary indoor office job are: finger/hand/arm/upper body dexterity, repetitive hand/arm movement, pushing, pulling, lifting 25 pounds, mobility (indoors and outdoors), typing, bending, stooping, squatting, reaching, and prolonged sitting. The working environment includes repetitive tasks, reliance on office machinery, interaction with the public and co-workers, and limited exposure to dust, odors, fumes, and noise. Mental functions include reading, writing/composition, math computations, problem-solving, decision-making, and multi-tasking.

APPRAISAL (Weight 100%): of training, education, experience, interest and personal fitness for the work based on any combination of the following: Investigation, written exam, oral exam, and rating of application. Only the most qualified candidates, based on submitted application materials, will be accepted. All applicants meeting the minimum qualifications are not guaranteed advancement to the interview phase of the examination. The Court does not discriminate against the disabled. Please advise the Human Resources Department if you will require special accommodation to participate in the examination.

Following an offer of employment, you will be required to submit to physical, substance abuse, and/or background screenings at Court expense.

CONTACT INFORMATION:

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The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process guarantees appointment to Court vacancies.

Please note: This job bulletin is not a complete job description.

MRM: 04/07/06
JS 1255